



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 06-439
Position Title: Printing Plant Worker (Security Room)
Series and Grade: KA-4402-03
Salary Range: \$14.62 - \$19.60 PH
Promotion Potential: None
Opening Date: 06/08/06
Closing Date: 06/21/06
Location of Position: Plant Operations, Production Department, Binding Division, Blank Section, Passport Unit, WASHINGTON, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 1, 7:30 a.m. – 4:00 p.m.
Who May Apply: Permanent GPO employees only

MAJOR DUTIES:

The incumbent is responsible for performing the general duties such as cleaning work areas; loading and unloading work on skids, tables, or trucks; picking up and delivering work; hand-wrapping and tying pamphlets; packing for shipments; and filling storage bins with stock. Incumbent loads and unloads press with signatures from folding machines, trucks, racks, and/or skids and flags each bundle with jacket numbers. May inspect, load and pack signatures (books) into cartons and onto skids as required. Feeds materials into disintegrator, must be able to remove clogged material from disintegrator, which may require disassembly of certain parts of the machine. Performs operation of machines such as manual drilling, hand banding, carton stitching, and tying.

NOTE: A Security Clearance is required for this position. If a security clearance is not able to be obtained before entry into this position, incumbent will be placed on a Temporary Promotion until able to do so.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: *Ability to perform the work of a Printing Plant Worker (Security Room) with normal supervision.* Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of this position.

HOW YOU WILL BE EVALUATED:

Applicants will be evaluated on the basis of information obtained from the attached Special Application Form. Your overall background of experience, education, awards, and training will be evaluated to determine to what degree you possess the knowledge, skills, and abilities (KSA) listed in the job elements below. Applicants must meet the screen-out element (number one below) to be eligible for further consideration.

Job Elements for this position:

1. Ability to do the work of a Printing Plant Worker (Security Room) with normal supervision (**SCREEN OUT**). Describe experience and training you have had that demonstrates your ability to work independently as a Printing Plant Worker (Security Room). Please give specific examples detailing the kinds of instructions you receive(d) from your supervisor in performing bindery duties.
2. Knowledge of the materials and equipment used to handle and process signature work.
3. Ability to inspect work to ensure that all materials are in proper sequence order and to recognize improperly processed signatures.
4. Ability to handle loads and perform work involving continuous physical activity, such as prolonged standing, bending, stooping, and reaching.
5. Ability to follow oral and written instructions.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete the attached Special Application Form.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Tiffany L. Robinson
Executive & Plant Operations Team
Human Capital Department
Phone: (202) 512-1178
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.

THIS IS A PERMANENT POSITION WHICH REQUIRES CIVIL SERVICE STATUS

Special Application for the Following Vacancy:

Printing Plant Worker (Security Room)
Production Department, Binding Division,
Blank Section, Passport Unit, Shift 1

Vacancy Announcement Number: 06-439

Open: 06/08/06

Close: 06/21/06

Name	Current Position Title	Grade	Daytime Telephone #
Address	City	State	Zip Code
Type of Current Appointment			
<input type="checkbox"/> Temporary <input type="checkbox"/> Career or Career Conditional <input type="checkbox"/> Excepted (Schedule A) <input type="checkbox"/> Excepted (Veterans)			

NOTE TO APPLICANT: Please answer each question in the space provided following each of the questions. You may use additional sheets of plain paper, if necessary.

Please PRINT LEGIBLY or TYPE.

1. Have you ever worked in a production environment where you had to hand feed items into machinery while keeping pace with operations?

___ Yes ___ No

If yes, please explain in detail:

- a. What were your responsibilities?
- b. What precautions were taken to ensure proper sequence?
- c. Where did you acquire this experience?
- d. For what period of time did you perform this type of work?
- ___ Years ___ Months

2. Have you ever worked in a position where you had to be alert to recognize improperly processed items?

___ Yes ___ No

If yes, please explain in detail:

- a. What were your responsibilities in recognizing improperly processed items?

b. What steps did you take if you found items improperly processed?

c. Where did you acquire this experience?

d. For what period of time did you perform this type of work?

____ Years ____ Months

3. Have you ever worked in a position where you were responsible for inspecting items?

____ Yes ____ No

If yes, please explain in detail:

a. What kind of items did you inspect?

b. Why was it important to inspect these items?

c. What steps did you take if you found any discrepancies?

d. Where did you acquire this experience?

e. For what period of time did you perform this type of work?

____ Years ____ Months

4. Have you ever worked in a position where you were required to follow oral and/or written instructions?

____ Yes ____ No

If yes, please explain in detail:

a. Give two examples of oral instructions you had to follow.

b. Give two examples of written instructions you had to follow.

5. Are you able to perform the following physical activities on a full-time basis?

